

TRARONSEVENINST 1320.2A  
N1  
18 Mar 16

TRAINING SQUADRON SEVEN INSTRUCTION 1320.2A

From: Commanding Officer, Training Squadron SEVEN

Subj: CROSS COUNTRY TRAVEL POLICY

Ref: (a) TRARONSEVENINST 1320.1 series  
(b) Joint Travel Regulations

Encl: (1) TW-1 Cross Country Request

1. Purpose. To issue policy and procedures for the execution of cross country travel orders.
2. Cancellation. TRARONSEVENINST 1320.2
3. Request Submission Policy.

a. Cross Country Requests. Instructor Pilots (IPs) or AN student solo pilots shall route all cross country requests [enclosure (1)] for approval no later than close of business four working days prior to the date of desired departure (e.g., close of business Tuesday for a Friday departure). To avoid delay and/or denial of requests, IPs submitting non-standard requests should discuss their plans in advance with either the Executive Officer (XO) or Commanding Officer (CO) and be prepared to offer justification to support their request. Examples of non-standard requests may include, but are not limited to, the following:

- (1) Requests for flight legs greater than 550 nautical miles.
- (2) Requests for any combination of dissimilar events (e.g., AN and ON flights).
- (3) Requests involving more than three aircraft bound for the same destination for the same reason.
- (4) Requests for departures prior to a Friday or for returns after a Sunday.
- (5) Requests including the planned utilization of non-standard airfields (e.g., runways less than 6,000 ft, non-contract fuel, etc.)

b. Routing of Requests. Completed requests shall be routed as specified on the request form with the exception that the XO (if available) shall review all requests from the Operations

Officer prior to routing to the CO. The Operations Officer shall ensure that copies of all approved requests are provided to the TAD Travel Clerk.

c. Generation of Orders. Once requests are signed by the Defense Travel System (DTS) Approving Official, the TAD Travel Clerk will generate orders in DTS. Orders will not be *approved* and printed until the CO has signed the request. Orders will be written to either the destination airfield city or the nearest military base if within approximately 50 miles of the destination.

d. Execution of Orders. Printed orders for cross countries will be available in the Administrative Office by 0900 on the day of departure. Additional policy concerning the execution of approved orders, completion of travel claims (vouchers), and the handling of non-executed orders is contained in reference (a).

4. Travel Allowance Policy. In general, travelers can expect to receive full reimbursement for valid expenses incurred within the provisions of reference (b). As a matter of practice and to ensure the availability of funds for all requests, individual travelers are expected to keep reimbursable expenses as low as practical.

a. Per Diem. Travelers will receive the local commercial meals & incidentals per diem rate (CMR or “full rate”) for the location specified on their orders.

b. Lodging. Travelers will be authorized reimbursement for lodging expense up to the amount indicated per night on their orders. For orders written to military bases, DoD lodging will be checked for availability and lodging reimbursement will be limited to the amount charged per night at the DoD facility, if available. This does not in any way oblige travelers to actually utilize DoD lodging. Travelers should arrange their own lodging for cross country flights. The TAD Travel Clerk will not make actual lodging reservations unless specifically requested to do so. The following additional guidance applies:

(1) Travelers are advised to make lodging reservations through hotel reservation services directly and fully understand and adhere to cancelation policies in the event that a flight does not proceed as planned. The use of online booking tools (e.g., Expedia, Travelocity, AirB&B, etc.) is discouraged as these agents do not normally offer an ability to cancel. **In no case** will any traveler be reimbursed for non-cancelable expenses incurred in advance when a flight does not proceed as planned.

(2) Group reservations made at time-share properties, condos, hotel suites, etc. for cross countries involving multiple aircraft must allow for charges to be split between the travelers sharing the lodging. Each traveler being charged must obtain a receipt that details the expense being applied to their Government Travel Charge Card (GTCC) including a breakdown of their share of associated taxes, fees, etc. Maximum individual lodging reimbursement limits, as indicated on printed orders, still apply.

(3) Students shall split hotel/DoD lodging rooms to the maximum extent practical.

c. Rental Cars. If requested, flights are authorized a single compact class car. Special requests must be approved in advance by the Administrative Officer. The TAD Travel Clerk will book requested rental cars in DTS and a copy of the reservation detail/confirmation number will be attached to the traveler's printed orders. In the event a car is unable to be booked in DTS, the traveler(s) requesting a car will be authorized the expense on their orders and may book a compact car **at the government rate** from any agency that participates in the Defense Travel Management Office rental car program. Participating agencies are listed in the remarks section on travel orders.

d. Receipts. Travelers shall include copies of receipts for all *claimable* transactions made with the GTCC when completing travel vouchers. Per reference (b), all lodging receipts, whether obtained through a hotel directly or through an online agent, must clearly break out the daily room cost, daily taxes, and daily miscellaneous fees (if applicable).

5. Unforeseen Circumstances. Flights experiencing any non-planned changes of destination or itinerary (e.g., for weather, aircraft maintenance problems, etc.) shall contact the Administrative Officer or Assistant Administrative Officer either directly or via the Operations Duty Officer for guidance on extending existing reservations and/or return travel to NAS Meridian. The same applies to non-overnight "out-and-in" flights utilizing airfields outside of the local area.

/s/

P. A. HULDISCH

Distribution:

TRARONSEVENINST 5216.1Y List IV, Special "E" Code D, Special "F"  
VT-7 website